Instructions for Comm 47 Reporting

Note: To report you must be a registered PECFA consultant with an active Consultant ID number.

Login Page:

Consultant ID: Registered PECFA Consultant ID number. The Consultant ID can be searched at the Credential Search page.

Password: The initial password for all sites will be "password". After your initial login, you will be required to create your own password. This password will be universal for any person reporting under that Consultant ID number and it is the consultants/firms responsibility to make sure that those completing the online reporting form from the same firm are aware of the password. If you forget your password, please contact Beth Erdman (920-303-5410), Greg Michael (414-220-5375) or Jon Heberer (608-261-5405).

Search Page:

Commerce Number: Enter the eleven digit Commerce number, no dashes, for the occurrence for which you are to reporting. Do not enter the occurrence letter at this time.

Note: If you receive an error message you have either entered the number incorrectly or the number you entered does not exist. Please try again.

Occurrence List Page:

This page will list all occurrences for the Commerce number entered on the search page. Follow the instructions at the top of the page to select the correct occurrence. If the occurrence for which you are reporting is not listed, please contact the Commerce Project Manager (PM) for assistance. A list of Commerce PM's based on the zip code is available at:

http://commerce.wi.gov/ERpdf/pecfa/ER-PECFASiteReviewZoneContactInformation.pdf

Contract Page:

Extension Date: A date will appear if Commerce has received a request for contract extension for the occurrence.

Extension Request: Once an extension decision has been made by Commerce, this will be filled with either approved or denied.

Extension Granted Date: An extension date appears in this field if a request has been received and approved.

Execution Date: Date the contract with the responsible party (RP) was executed. This date cannot be in the future, prior to the Department of Natural Resources (DNR) notification date or prior to the bid round end date if the site has been bid.

Termination Date:	This date is to be entered when the contract with the RP is terminated. It cannot be in the future or prior to the contract execution date. If this is not completed, subsequent consultants will not be able to notify Commerce that new contracts have been executed or complete the online reporting.
Your Name:	First and Last
Phone Number:	Must include area code (i.e. (XXX)XXX-XXXX)
Email:	Email address to receive future correspondence from Commerce. This is a mandatory field. Without a valid email address, you will be unable to continue reporting and Commerce PM's will be unable to contact consultants with questions via email.
Date Work Started:	Work start date for the site. This date cannot be in the future, prior to the DNR notification date, prior to the bid round end date (if applicable) or prior to the contract execution date. This date is required to report.

Note: If a contract has not been executed, a contract has been terminated or a previously contracted consultant failed to report a contract termination, the reporting page will not be accessible.

Reporting Page:

Submitter's Name:	First and last
Submitter's Phone Number:	Must include area code (i.e. (XXX)XXX-XXXX)
Submitter's email:	Email address to receive future correspondence from Commerce.

Note: Questions one through eleven are required (one circle must be checked or a number entered). The numbers entered do not establish cost caps.

Note: Tables need only include information collected over the past 12 months or since the last online report was submitted. If any of the information was submitted with a previous report, and nothing has changed, do not resubmit the same information a second time. The new data will be compiled with the data previously submitted.

Click Here to Provide Free Product Sampling Information:

- Enter the free product information for the first well containing free product. If the top of well screen data is not available enter "0". You may add additional rows for data entry by clicking on the "add more rows for free product measurement (this well)" button. Once you have entered all the data for that well click on the "submit samples" button. **If this is not completed the information entered will not be saved.** Once submitted ("submit samples") this data will be listed by well name. At that time you can either "Add New Well" to report additional product, report additional information for the previously reported well(s) by selecting that well name/number or close the window and continue reporting.

Click Here to Provide Soil Information:

- Enter the soil analytical data for each soil boring. You may add additional rows for data entry by clicking on the "add more soil borings" button. Once you have entered all the data click on the "submit soil borings" button. **If this is not completed the information entered will not be saved.**

Click Here to Provide Potable Groundwater Information:

- Enter the analytical results for the first potable well. You may add additional rows for data entry by clicking on the "add more rows for potable well results (this well)" button. Once you have entered all the data for that well click on the "submit samples" button. **If this is not completed the information entered will not be saved.** Once submitted ("submit samples") this data will be listed by well name. At that time you can either "Add New Well" to report additional potable groundwater results, report additional information for the previously reported well(s) by selecting that well name/number or close the window and continue reporting.

  Note: Duplicate samples are to be entered in the table for the monitoring well from which they were collected. In the "Water Level" column enter "Dup" to indicate the sample is a duplicate.

Click Here to Provide Groundwater Sampling Information:

- Enter the analytical results for the first monitoring well. If the top of well screen and length of well screen data is not available enter "0". You may add additional rows for data entry by clicking on the "add more rows for monitoring well results (this well)" button. Once you have entered all the data for that well click on the "submit samples" button. **If this is not completed the information entered will not be saved.** Once submitted ("submit samples") this data will be listed by well name. At that time you can either "Add New Well" to report additional monitoring well results, report additional information for the previously reported well(s) by selecting that well name/number or close the window and continue reporting.

NOTE: The following section requires consultants to upload information. Only files with the following extensions will be accepted: doc, wks, pdf, jpg, gif, bmp, png and jpeg.

Click Here to upload the items listed below:

Note: If any of the below listed items were submitted with a previous report and nothing has changed, please do not resubmit the information a second time.

1. **A map showing:**
   a. Adjacent land use(s) (including across the street)
   b. Underground Utilities
   c. Limits of soil contamination

d. Location of each soil boring and monitoring well

Note: When any change occurs with the above, please submit one map with all changes included.

2. **A representative contour map (or maps if there is significant variation) of groundwater elevations (if available).**
3. **A cross-section figure that is representative of the site (if available).**

The following must be submitted to Commerce via hard copy:

- Change in circumstance
- SI cap exceeded requests
- Contract-execution extension requests
- SI reports
- Closure submittals
- Emergency Action
- Interim Action

Following completion of the above there are two options:

Save and Exit: **This function allows you to save what you have entered without the report being submitted to Commerce.**

Submit Report: **This button will submit the report the Commerce. Once successfully submitted there will be a link to view the report submitted providing an opportunity to print the report for your records.**

Any questions regarding the online reporting should be referred to the Commerce PM for the occurrence for which you are reporting. A list of PM contact information is located at:

http://commerce.wi.gov/ERpdf/pecfa/ER-PECFASiteReviewZoneContactInformation.pdf